

MEGHALAYA PUBLIC SERVICE COMMISSION
SHILLONG

No. MPSC/ADVT-38/1/2016-2017/33

Dated Shillong, the 1st November, 2016

On behalf of the Departments concerned, Applications (Off-line) in the Commission's prescribed form AF-I are invited from genuine citizens of India who are desirous to apply as per the terms and conditions of this Advertisement for recruitment to the various categories of posts specified in the table below.

Application will be received up to **4: 30 P.M.** on **15th December, 2016** and no application will be entertained after the closing date.

PARA 1: LISTS OF POSTS

***** IMPORTANT:** It is mandatory for the applicant to have acquired the requisite educational qualification prescribed for the post, as on the last date fixed for submission of applications.

The date on which an applicant is deemed to have acquired the requisite educational qualification shall be the **Date on which the result of the last examination** for such qualification / degree is declared by the **Universities / Board / Institutions.**

Sl. No.	Name of Posts, Pay Scale and Required Qualification	No. of Vacancies	Age & Relaxation as on 1.1.2016
1.	Accounts Officer in the Directorate of Educational Research and Training. Rs.15700-390-18430-EB-5 10-23020-690-30610/-pm M.A. in Economic/M.Com with 2 (two) years experience in financing and accounting.	1	Candidates should not be less than 18 years and not more than 27 years. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST.
2.	Assistant. Lecturer in Sociology at the Baghmara Govt. Higher Secondary School, South Garo Hills, under Education Department Rs.15700-390-18430-EB-5 10-23020-690-30610/-pm 2 nd Class Master Degree in Sociology with B.ED Degree.	1	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
3.	Assistant Lecturer in History in Govt. Higher Secondary Schools under Education Department Rs.15700-390-18430-EB-5 10-23020-690-30610/-pm 2 nd Class Master Degree in History with B.ED Degree	6	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
4.	Assistant Lecturer in Political Science in Govt. Higher Secondary Schools under Education Department, Rs.15700-390-18430-EB-5 10-23020-690-30610/-pm 2 nd Class Master Degree in Political Science with B.ED Degree	2	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST.No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
5.	Assistant Lecturer in English in Govt. Higher Secondary Schools under Education Department. Rs.15700-390-18430-EB-5 10-23020-690-30610/-pm 2 nd Class Master Degree in English with B.ED Degree	2	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.

6.	Assistant Lecturer in Education in Govt. Higher Secondary Schools under Education Department Rs.15700-390-18430-EB-510-23020-690-30610/-pm 2 nd Class Master Degree in Education with B.ED Degree	1	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service wwithin the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
7.	Assistant Lecturer in Physics in Govt. Higher Secondary Schools under Education Department. Rs.15700-390-18430-EB-510-23020-690-30610/-pm 2 nd Class Master Degree in Physics with B.ED Degree	2	Candidates should not be less than 18 years or more than 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
8.	Assistant Lecturer in Khasi in Govt. Higher Secondary Schools under Education Department. Rs.15700-390-18430-EB-510-23020-690-30610/-pm 2 nd Class Master Degree in Khasi with B.ED Degree	1	18 to 27 years. Upper Age Limit is relaxable by 5 years for SC/ST. No Age Limit for candidates already employed in Govt. Institution provided they entered Service within the prescribed age limit. Upper Age Limit is 35 years in case of those employed in different Govt. Aided Educational Institution.
9.	Assistant Lecturer in Biology in Govt. Higher Secondary Schools under Education Department. Rs.15700-390-18430-EB-510-23020-690-30610/-pm 2 nd Class Master Degree in Botany/Zoology with both Botany & Zoology at the Degree Level and with B.Ed .	6	Candidates should not be less than 18 years or more than 27 years. Upper age limit is relaxable by 5 years in case of SC/ST. No age limit for candidates already employed in Meghalaya Govt. institution provided they entered service within the prescribed age limit. Upper age limit is 35 years in case of those employed in different Meghalaya Govt. Aided Educational Institution.
10.	Assistant Librarian in the Dte of Educational Research and Training. Rs.14,100-350-16550-EB-460-20690-620-27510/-pm B.A/B.Sc with M.Lib & Information Science.	1	Candidates should not be less than 18 years and not more than 27 years. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST.
11.	Technical Assistant in the Dte of Educational Resarch and Training. Rs.14,100-350-16550-EB-460-20690-620-27510/-pm Graduate in Arts/Science/ and Commerce.	1	Candidates should not be less than 18 years and not more than 27 years. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST.
12.	District Librarian at District Library Baghmara under the Dte of Arts and Culture. Rs. 14,100-350-16,550-EB-460-20,690-620-27,510/-pm B.Lib/M.Lib in Library Science from any recognized university in India.Preference will be given to candidate having Computer Knowledge.	1	18 to 27 years, relaxable by 5 years in respect of candidates belonging to Scheduled Tribe/Scheduled Caste. No upper age limit for candidates who are already in Meghalaya Government Service provided they entered service within the prescribed age limit.

13.	<p>Typist in the Office of the Meghalaya Public Service Commission Cell, Tura.</p> <p>Rs. 8300-210-9770-EB-270-12200-370-16270/-pm.</p> <p>Candidates must have passed Matriculation/SSLC. Examinations/or its equivalent with at least 40 words per minute in English Typing.</p> <p>Desirable: Working knowledge of Computers.</p>	1	18 – 27 years with 5 years relaxation for SC/ST.
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* **For persons with Physical Disabilities (PWDs) age is relaxable by 10 years (15 years for ST/SC) applicable to posts where reservation is admissible to PWD's as per Govt. Notification No. PER (AR).150/88/Pt/282, dt. 25th January, 2012.**

The date of birth to be accepted by the Commission is as entered in the Matriculation/Secondary School Leaving Certificate/or a Certificate recognized by an Indian University as equivalent to Matriculation or an extract from the official Registers duly Certified by the proper authority of the Board of School Education. Proof other than these, will not be accepted by the Commission.

PARA 2: APPLICATION FORM

Application Forms (AF-I) alongwith MPSC Challan (for payment of Fee) are available free of cost at the following locations:

- I. Office Counter of MPSC, Office, Headquarter, Shillong.
- II. MPSC Cell at Tura, Nongstoin, Jowai, Baghmara, Williamnagar & Nongpoh.
- III. Form & MPSC Challan can be also downloaded from the MPSC website viz www.mpsc.nic.in

PARA 3: FEE (Inclusive of Examination Fee) Non-Refundable

Fee @ prescribed in the Table below is required to be paid on submission of the Application Form. This amount may be paid through MPSC Challan. The original copy of the Fee Challan (MPSC copy) should be attached with the Application Form.

Post Description	Amount of Fee	Remarks
For posts at Sl. No. 1,2,3,4,5,6,7,8,9,10,11,12	350/-	Half the rate for SC/ST who are permanent resident of the State of Meghalaya
For posts at Sl. No. 13	320/-	
For Persons with Physical Disabilities (PWDs).Application Fee is exempted subject to furnishing of Disability Certificate to the Commission.(as per Notification No. PER (AR).150/88/Pt.I/ 43 Dated 29 th April, 2015.		

PARA 4: SUBMISSION OF APPLICATION

As already indicated candidates can submit their application through the following mode:-

Off-line Mode:

In this option candidates should present their applications completed in all respect at:

- i. Office Counter of MPSC, Office, Headquarter, Shillong.
- ii. MPSC Cell at Tura, Nongstoin, Jowai, Baghmara, Williamnagar & Nongpoh

On any working day between 10:30 A.M. to 4: 30 P.M. till the last date

Applications can also be sent *by registered post* so as to reach the Commission's office at Shillong not later than the last date of the advertisement. The Commission will not be responsible for postal lost or transit delay.

PARA 5: INSTRUCTIONS

- I. All application must be complete in all respects and accompanied with proof of payment of fee and enclosed with **One Window Envelope of 4 cms x 9 cms affixed with Rs. 5/- postage stamp.**
- II. Candidates are required to clearly indicate both the Division and percentage of marks in the column captioned "**Division/Percentage**" at Sl. No. 20 of AF-I Form.
- III. Incomplete application will be summarily rejected and no further correspondence will be entertained.
- IV. Government Employees may submit their application directly to the Office of the Secretary, Meghalaya Public Service Commission, Shillong in Form AF-I with separate request to their heads/appointing authorities for "**PERMISSION / NO OBJECTION**" when called for Examination /Interview.
- V. Candidate must appear for Written Test/Interview at his/her own expenses.

PARA 6: RESERVATION OF VACANCIES

As per Government policy. Further, where the vacancies are 9 (nine) or less than 9 (nine) all posts are reserved in favour of specified communities.

PARA 7: COMMISSION'S DECISION ON ELIGIBILITY OF CANDIDATES

Only preliminary scrutiny of the applications and other aspects will be undertaken before proceeding to the next stage of the recruitment and therefore, the acceptance of candidature will only be provisional. Candidates are advised to carefully go through the eligibility criteria prescribed for each post such as educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the posts, before applying. **After such scrutiny a "Proposed Rejection / Ineligibility List" shall be published and hosted in the Commission's website as well as in the Notice Board of the M.P.S.C Office/Cells. A candidate is allowed 15 days time to file representation against such proposed Rejection.** Copies of supporting documents will be sought only from those candidates who qualify for the Personal Interview. When detailed scrutiny is finally undertaken, if any claim made in the application is not found substantiated the candidature will be cancelled and the Commission's decision in this regard shall be final.

PARA 8: METHOD OF SELECTION

The final selection/recommendation of suitable candidates against the vacancies notified in this Advertisement shall be made by the Commission through any of the following processes.

1. Typing Speed, English Composition and Stenography Test, in recruitment to post of Typist and Stenographer (All Grades) as the case may be.
2. Screening Test followed by Personal Interview.
3. Written examination followed by Personal Interview.
4. (i) Preliminary Screening Test (ii) Main Examination (iii) Personal Interview.
5. Personal Interview only

Physical Efficiency Test (PET), wherever required and prescribed by the Service Rules shall be conducted by the Commission assisted by a Medical Board duly constituted for the purpose, in accordance with the norms/standards and such specification as prescribed under such Rules.

The Screening Test shall be applied /conducted by the Commission in respect of all recruitments to those posts where the method of selection/Syllabus has not been prescribed by the Service Rules. The objective of the test is to shortlist the number of eligible candidates in recruitments where the number of candidates is disproportionately large compared to the available vacancies, **otherwise the selection of suitable candidates against the notified vacancies shall be made on the basis of personal interview.** The decision to hold or not to hold the Screening Test in any such recruitment shall lie with the Commission.

Written Examination shall be mandatory in respect of recruitments to posts where the Service Rules has specifically prescribed the conduct of such examinations. In such cases, the subjects, syllabus, total marks and pattern of examination shall be as notified by the concerned Government Department under such Rules. However, the Commission may, at its discretion, decide to hold Preliminary Screening Test in these categories of recruitment when the number of candidates is disproportionately large compared to the notified vacancies and on the basis of such Preliminary Screening Test, the number of candidates who shall be called to appear for the Written Examination shall not be more than 10 (ten) times the number of declared vacancies.

Screening Tests or Preliminary Screening Tests, where decided to be held, shall be Multiple Choice OMR based Tests. Such Tests shall be held for 350 Marks, on:

- (i) General English – 100 Marks (of the standard of the Qualification prescribed for the post)
- (ii) General Awareness & Aptitude – 150 Marks
- (iii) Mathematics – 100 Marks (10th Standard)

On the result of such Screening Test/ Written Examination the Commission shall call such number of candidates as it may think appropriate to appear for the Personal Interviews. The principle/policy followed by the Commission is that the ratio of the number of candidates called for interview to the vacancies should be limited to 1:2 to 1:5. In recruitments involving very few posts the ratio can be raised.

PARA 9: DEBARMENT

- (a) Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable TO BE DEBARRED FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summarily rejection of their candidature for this recruitment.
- (b) The Commission is vested with the constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentially in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment.
- (c) If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be debarred permanently from any exam or selection held by the Service Commissions in the country.
- (d) Canvassing Directly or Indirectly will Disqualify a candidate.

Secretary,
Meghalaya Public Service Commission,
Shillong.

Memo. No. MPSC/ADVT-38/1/2016-2017/33-A,

Dated Shillong, the, 1st November, 2016

Copy forwarded for information and wide circulation in their respective jurisdiction to:

1. Hon'ble Chairman / Hon'ble Members of the Commission.
2. The Director of Printing & Stationery, Meghalaya for favour of immediate publication in the Meghalaya Gazette with a request to furnish this Office with five copies of the Advertisement for records.
3. The Officer on Special Duty, Meghalaya Public Service Commission Cell, Tura, Jowai, Nongstoin, Baghmara, Williamnagar & Nongpoh along with 20 copies of the Advertisement for circulation in their respective Districts. It may be ensured that Sl. No. 20 of the AF-1 Forms is properly filled in by the candidates before the forms are received at the Cells.
4. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong.
5. The Assistant Director of Employment, Divisional Employment Exchange, Shillong.
6. The Employment Officer, District Employment Exchange, Jowai, Tura, Williamnagar, Nongpoh & Mawkyrwat
7. The Employment Officer, Coaching-cum- Guidance Centre for ST/SC, Shillong
8. The Assistant Employment Officer, District Employment Exchange, Nongstoin / Baghmara
9. The Assistant Employment Officer, Sub-Divisional Employment Exchange, Sohra / Mairang / Resubelpara / Ampati / Khliehriat.
10. The District Employment Officer, Shillong
11. The Assistant Employment Officer:
Shillong / Jowai / Nongstoin / Williamnagar / Sohra / Nongpoh / Ampati / Mairang.
12. The Deputy Commissioner, East Khasi Hills District / West Khasi Hills District / South West Khasi Hills District / Ri-Bhoi District/East Garo Hills District/West Garo Hills District / South Garo Hills District / North Garo Hills District / South West Garo Hills District / East Jaintia Hills District / West Jaintia Hills District.
13. S.D.O. Mairang / Ampati / Khliehriat / Amlarem / Mawkyrwat / Resu-Belpara / Sohra / Dadengiri Civil Sub-Division.
14. The Chief Executive Member, Khasi Hills District Council/Jaintia Hills District Council/ Garo Hills District Council.
15. The News Editor All India Radio, Shillong/Tura/Jowai.
16. Junior Employment Officer, Sub Divisional Employment Exchange, Resubelpara, East Garo Hills.
17. All Block Development Officers.
18. Confidential Branch.
19. Station Director, Doordarshan Kendra, Shillong/Tura/Jowai.
20. The Treasury Officer, Shillong, Tura, Jowai, Ampati and Williamnagar Sub Treasury Resubelpara Sub Treasury, Baghmara Sub-Treasury.
21. MPSC website.
22. The A.G.M. SBI, Laitumkhrah Branch.
23. Concerned Dealing Assistant.
24. Departments concerned.

Secretary,
Meghalaya Public Service Commission,
Shillong